



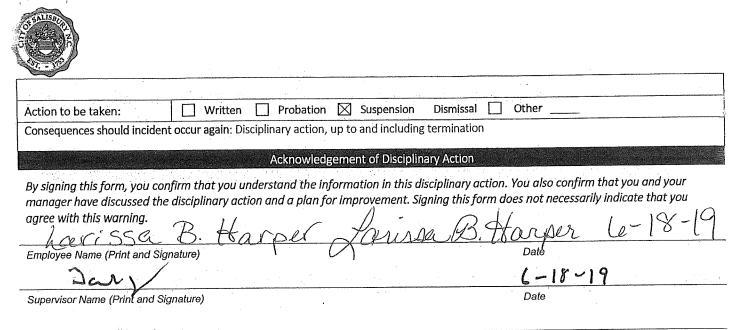
City of Salisbury

Disciplinary Action Report (DAR)

				Employee Inform	ation			
Employee Name: <u>Larissa Harper</u> Date: <u>6/18/19</u>								
Employee ID: 4464 Job Title: <u>Downtown Development Director</u> Supervisor: Zack Kyle Department: <u>Downtown Development</u>								
Supervisor: Zack Kyle Department: Downtown Development Type of Offense								
	Attendance			Carelessness			Insubordination	
	Lateness		Failure to Follow Instructions			Rudeness to Employees		
	Standards of Conduct			Unsatisfactory Work Quality			or Customers Violation of Policies or Procedures	
冒		/iolation of Safety Rules		Other,				
Previous Warnings								
		RECORD OF DISCUSSION		WRITTEN		SUSPENSION		BY WHOM & DATE
1 st Warning								Zack Kyle, 12/5/18
2 nd	2 nd Warning							
300	Warning							
Employer Statement Regarding Incident								
On December 5, 2018, you received a written warning in regards to untimely email and phone call responses and for being late to meetings. After being notified that an email on certified retirement communities had not been responded to from June 5, 2019, it was necessary to audit your emails. It was found that over 1600 emails are currently in your inbox and a lot of those emails have not been opened/read. You were asked on May 16, 2019 to have a staff member track her time and work activities and to turn this report in no later than June 14, 2019. This was not completed. In preparing a presentation for City Council, you met with your supervisor and changes to the power point were requested. On June 11, 2019, in a meeting with the Officers, these changes had not been made. Pattern of lateness discovered upon reviewing Keyscan, electronic building security system. Consistently arriving to								
work after 9:30 am. City business hours are 8:30 am - 5:00 pm. As a Director, you are responsible to manage your time and daily tasks/projects. Making excuses for why things aren't being completed is not acceptable. The items listed above are a violation of 5.7- Standards of Conduct, as outlined in the City Policy Manual.								
Plan for Improvement: (Include training, follow up meetings etc.) 3 day suspension due to the neglect of duties (6/19/19, 6/20/19, 6/21/19) Have staff member track her work activities for the next 3 weeks. This report should be turned in on July 15, 2019 Minimize time away from the office in order to complete your priority assignments Provide a 6 month review to supervisor by July 12, 2019 Clean up in-box by July 22, 2019 Notify supervisor if you will be more than 30 minutes late to work								

RECEIVED BY HR ON _______ Name of HR Staff ______ \(\int \) \(\int

FILE OF COPY OF THIS REPORT WITH THE HUMAN RESOUCES DEPARTMENT



Witness Name (Print and Signature) if employee understands warning but refuses to sign

Date

and reprimand for tasks that are a minority compared to the overall, majority of successes I have accomplished in orly a year and 8 months. This is a new department of the City, was is a new structure for both the City and non-profit, as well as all MSD brushes of preperty owners to understand. Colucating all parties on this structure, brilling a new department with structure, brilling a new department with original inadequate staff or mo training for the original inadequate staff or mo training for the rew director, except I week with interim director, of the original inadequate staff in the interim director, is the original inadequate staff or mo training for the original inadequate staff or more than a director, is the original inadequate staff or more than the interim director, is the original inadequate staff or more than the indirector, is the original inadequate staff or more than the indirector of the original inadequate staff or more than the indirector of the original inadequate staff or more than a director of the original inadequate staff or more than the human resources department.

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